
**JUSTICE CABINET DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

**The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,
which can be accessed at: www.personnel.ky.gov**

January 16, 2015

ADMINISTRATIVE SECRETARY—(Fayette County — Blackburn Correctional Complex)—Grade 10—(\$2006.08 - \$2657.70) **MIN REQ:** High school graduate. Must have 4 years of office support experience. Additional education will sub for the required experience on a year-for-year basis. Office support experience will sub for the required education on a year-for-year basis.

ADMINISTRATIVE SPECIALIST II—(Fayette County—Blackburn Correctional Complex)—Grade 10—(\$2006.08 - \$2657.70) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have one year of professional, administrative or business experience. Additional education will substitute for the required experience on a year-for-year basis. Additional administrative, business, research and/or clerical experience will substitute for the required education on a year-for-year basis.

CLASSIFICATION & TREATMENT OFFICER I—(Muhlenberg County —Green River Correctional Complex)—Grade 12—(\$2427.44 - \$3215.72) **MIN REQUIREMENTS:** Graduate of a college or university with a bachelor's degree.

CORRECTIONAL CAPTAIN I—(Oldham County-Luther Lockett Correctional Complex) Grade 12—(\$2589.26 - \$3430.10) **MINIMUM REQUIREMENTS:** High School graduate. Must have three years of experience in corrections, law enforcement, criminal justice or social work dealing with rehabilitation of offenders. At least one year of the experience must have been in a supervisory capacity in a custodial security setting. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for six months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for one year of the required non-supervisory experience. Must be 21 years of age.

CORRECTIONAL INDUSTRIES PRODUCTION COORDINATOR—(Oldham County— KCI at KY State Reformatory) Grade 12—(\$2427.44 - \$3215.72) **MIN. REQUIREMENTS:** High School graduate. Must have 2 years of specific trade(s) experience in welding, metalworking, woodworking, sewing machine operating, sign making, graphic arts, offset, photolithographic or screen process printing, wood furniture making, paneling, clothing manufacturing, furniture upholstery, furniture refinishing, mattress manufacturing, soap manufacturing, metal fabricating, embroidery, 2-way radio repair, or data entry work, plus one year experience in the supervision of employees in any field. Additional education in one of the above fields will substitute for 1 year of the specific trades experience on a year-for-year basis.

CORRECTIONAL LIEUTENANT- TWO Positions-(Oldham County –Luther Lockett Correctional Complex) Grade 11—(\$2354.04 - \$3118.28) **MIN REQUIREMENTS:** High school graduate. Must have 2 years of experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement, or a related field will substitute for 6 months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of the required non-supervisory experience. Must be 21 years of age.

**JUSTICE CABINET
DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
(continued)**

January 20, 2015

CORRECTIONAL SERGEANT— THREE Positions- (Oldham County –Luther Luckett Correctional Complex) Grade 10—(\$2139.80 - \$2834.88) MIN REQUIREMENTS: High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age.

CORRECTIONS EDUCATION SPECIALIST I- TWO Positions-(Boyle County-Northpoint Training Center) Grade 12-(\$2427.44 - \$3215.72) MIN. REQUIREMENTS: Graduate of a college or university with a bachelor's degree in education (academic or voc.) An associate degree with 3 years of trade-related experience will sub for the bachelor's degree.

CORRECTIONS UNIT ADMINISTRATOR I—(Elliot County —Little Sandy Correctional Complex) —Grade 13—(\$2670.20 - \$3554.70) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have 2 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. A master's degree in corrections, criminal justice, law enforcement, social work, sociology, counseling and guidance or a related field will substitute for 1 year of the required experience. Additional experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

Librarian- (Elliot County- Little Sandy Correctional Complex) Grade 11 (\$2,206.92 - \$2,923.38- Minimum Requirements: Graduate of a college or university with a minimum of 21 semester hours in library science. Must have two years of professional library experience. A master's degree in library science will substitute for the education and experience. Library experience, which must include some professional level experience in a combination of at least three of the following areas will substitute for the education on a year-for-year basis: reference; cataloging and classification of materials; selection of materials; selection of instructional materials for children, adolescents, or adults; organization and/or administration; preparation and selection of materials for public relations/publicity purposes; and bookmobile operations.

OFFICE SUPPORT ASSISTANT II- (Barren County –Probation & Parole) Grade 8— (\$1658.16 - \$2196.52) MINIMUM REQUIREMENTS: High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

OFFICE SUPPORT ASSISTANT II- (Woodford County –Probation & Parole) Grade 8— (\$1658.16 - \$2196.52) MINIMUM REQUIREMENTS: High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

**JUSTICE CABINET
DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
(continued)**

January 20, 2015

PROBATION & PAROLE DISTRICT SUPERVISOR—(Jefferson County- Probation & Parole)—Grade 15—(\$3230.84 - \$4280.10) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have five years of professional experience in criminal justice, corrections, social work, public administration, or a closely related field. Graduate study in criminal justice, corrections, social work, public administration, or a related field will substitute for the experience on a year-for-year basis up to a maximum of two years

PROBATION AND PAROLE INVESTIGATOR-(Hopkins County-Probation and Parole)
GRADE: 12 - \$2427.44 - \$3215.72 MIN. REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be twenty-one years of age.

PROBATION AND PAROLE OFFICER- (Bullitt County-Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROBATION AND PAROLE OFFICER- (Fayette County-Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROBATION AND PAROLE OFFICER- (Mason County-Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROBATION AND PAROLE OFFICER- (McCracken County-Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PSYCHOLOGIST LICENSED I— (Oldham County—KY State Reformatory-Mental Health)—Grade 16—(\$3553.88 - \$4707.96) MINIMUM REQUIREMENTS: Must be a Licensed Psychologist or be permitted to practice psychology on a temporary basis by the Kentucky Board of Examiners of Psychology.

SOCIAL SERVICE CLINICIAN I—(Oldham County —KY State Reformatory-Mental Health) Grade 14—(\$2937.20 - \$3890.90) MINIMUM REQUIREMENTS: A master's degree in social work, sociology, psychology or a related field. Must have one year of professional social work experience. A bachelor's degree supplemented by 2 years of professional social work experience will substitute for the required master's degree.

VICTIMS' ADVOCATE III-(Franklin Co.- Central Office/Victim Services Branch)
GRADE: 14 (\$2,937.20 - \$3,890.90) Min. Requirements: Graduate of a college or university with a bachelor's degree. Must have four years of experience in the field of criminal justice, crime victims' assistance, administration, work dealing with the public or a related field. A master's degree will substitute for one year of the required experience. Experience in one of the above fields will substitute for the required education on a year-for-year basis.

Recurring Positions:

CORRECTIONAL OFFICER- (Bell, Boyle, Elliot, Fayette, Lyon, Morgan, Muhlenberg, Oldham, & Shelby counties) –Grade 9-(\$1,823.90 - \$2,416.22)
MIN. REQUIREMENTS: High School or GED. Must be 21 years of age.

**PERSONNEL CABINET
STATE OFFICE BUILDING, 1ST FLOOR
501 HIGH STREET
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://Careers.KY.GOV> For questions regarding Applications, Counseling, or Registers, please call Personnel Cabinet, (502) 564-8030.

****IMPORTANT****

The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at www.personnel.ky.gov.